

**(Please detach and keep for your records)**

47.5. Judicial Conference.

47.5.1. Authorization and Purpose. Pursuant to 28 U.S.C. § 333, a judicial Conference shall be held annually, at such time and place as the chief judge shall designate, or at such other intervals as the law permits and the court determines, for the purpose of considering the business of the courts and advising means of improving the administration of justice within the circuit.

47.5.2. Membership. The judicial conference shall be composed of:

- (a) All circuit, district, bankruptcy, and magistrate judges of the Tenth Circuit;
- (b) Every member of the bar of the Court of Appeals for the Tenth Circuit who is in good standing and who shall declare in writing their intention to the circuit executive to become a member of the conference. A member of the bar who has become a member of the conference and thereafter fails to attend two successive annual sessions of the conference, without leave of the chief judge, shall cease to be a member of the conference entitled to notice of the meetings until the member files a renewed declaration in writing;
- (c) The circuit executive shall provide a form for acceptance of membership in the conference to all active members of the bar of the Court of Appeals for the Tenth Circuit who reside within the circuit, and shall maintain a list of membership in the conference.

47.5.3. Duties of Circuit Executive. The circuit executive shall be the secretary of the conference, shall be responsible for all records and accounts of the conference, and shall perform such other duties pertaining to the conference as the chief judge or the judicial Council of the circuit shall require.

47.5.4. Agenda. During the judicial conference, all judges of the Tenth Circuit shall meet to discuss matters affecting the dockets and the administration of justice in each of the judicial districts of the circuit. The chief judge of each district shall report on the condition of the judicial business of that district and shall make recommendations with respect to that judicial business. All general meetings of the conference shall be open to all members of the conference and shall be devoted to improving the administration of justice in the Tenth Circuit. All members of the conference may participate in the discussions and deliberations. The conference may take appropriate action on any matter presented to it.

47.5.5. Registration Fee. A registration fee, set by the judicial Council each year, shall be collected from each member attending any session of the conference. The sum so collected shall be used under the direction of the chief judge to defray the expense of the conference. The circuit executive shall maintain a judicial conference bank account and shall keep a record of all receipts and disbursements. Each year following the conference, the circuit executive shall make a fiscal report to the judicial Council of the Tenth Circuit.